**Purpose**

To provide instructions for performing Blood Label Check (BLC) function in Sunquest (SQ). This function is used to confirm the correct label is placed on each product. Correct BLC performed on products after component preparation will automatically change product SQ status to “available”. BLC must be performed every time a new label is applied.

* Manual additions to units or Hematrax labels will be verified by a 2nd tech prior to labeling the blood component with a new Hematrax label.
* Blood Label Check will be done manually during SQ Downtimes using Downtime SOPs and forms.

**Procedure**

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| --- | --- | --- | --- |
| **Step** | **Action** | | **Related Documents** |
| 1 | **Product** | **When BLC is performed** | Blood Product Entry  SQ Preparation of Combined Platelets  SQ Preparation of Thawed Plasma  SQ Preparation of Cryoprecipitate  Receiving and Processing Liquid Plasma  Receiving and processing Low Titer Plasma |
| Apheresis Platelets single bag | * Not required unless new label is printed (i.e. original label illegible |
| Apheresis Platelets double bag | * At Component Preparation (Combination and re-label) |
| Frozen Plasma | * At Component Preparation (Thaw and re-label) |
| Frozen Cryoprecipitate | * At Component Preparation (Thaw and re-label) |
| Liquid Plasma | * At Component Preparation (shortening of expiration date and re-label) |
| Red Blood Cells | * Not required unless new label is printed (i.e, original label illegible) |
| 2 | Perform Blood Component Preparation function or Blood Bank Label Print on product.   * Sunquest generates Hematrax label * Retrieve label from printer. | | Blood Component Preparation (BCP)  SQ Blood Bank Label Print |
| 4 | Examine the label:   * Intact, legible, and complete * Full face with all 4 quadrants; unit number matches exactly * Half face with E-code, container, volume and expiration; container and volume match exactly * Unacceptable labels can be reprinted using BBLP. | | Blood Bank Label Print (BBLP) |
| 5 | Complete label by adding ACD volume, if applicable, using moisture proof pen. | |  |
| **Step** | **Action** | | **Related Documents** |
| 6 | Open Blood Label Check (BLC) function | |  |
| 7 | Scan in unit number and new component code to verify the correct component type and click Search | |  |
| 9 | With the cursor in the ABO box:   * Scan the ABO/Rh from the original label. If full face label, scan the ABO/Rh from the new label. * Advance the cursor to the expiration date field * Scan the expiration date/time from the new label. | |  |
| 10 | Click “Check Label”   * If the data matches, the Label Check test is resulted with Label Checked. * If the data does not match, incorrect data is displayed for correction. A message displays. | |  |
| 11 | Two ways to confirm Blood Label Check   * Using Blood Bank Inquiry * Enter unit # and component code in BBI, click on search, then click on select * Click on Product Testing Tab * If label check is done, then Label Check Result will show as LABEL CHECKED and tech ID of personnel who performed label check is visible. * If label check is not done, under Test Description the Label Check Result will show as “**…**” * Using Blood Label Check * Scan in unit# and component * If BLC has not been performed after Component Preparation; status will show as UNPROCESSED and LC Rslt will show as “**…**” * If BLC has been performed; status will show as AVAILABLE and LC Rslt will show as LABEL CHECKED | |  |
| 12 | Perform 2nd tech verification of labels requiring manual entry, additional sticker(s) and/or correction:   * A second person verifies that the following are identical on the original label and the Hematrax label:   + Unit Number   + ACD Volume   + CMV Status   + Zika Status   + Low Titer Sticker is attached to products that have low titer AG/AB status in SQ and on order distribution report * Complete Label Verification Form. | | Manual Label Verification Form  SQ Blood Product Entry |
| 13 | Affix label to cover previous label. The original unit # on the blood unit should remain visible and scan-able | |  |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks. AABB Press, Bethesda, MD.

Hematrax ISBT-128 Blood Component Stand Alone Labeling Application, Version 6.2.1

Blood Bank User Manual, Mysis Laboratory